

## Job Description

### **Title: Nursery Coordinator**

Reports to: the Pastor

Direct reports from: Nursery Director, Children's Admin Assistant, Parenting Champion, Family Ministry Team, and volunteer workers

### **Summary of Position**

The Nursery Coordinator will make the church more family-friendly place by providing a loving nursery that invites families to drop off their younger children while the parents and older children worship together.

### **Areas of responsibility**

To oversee the nursery and all the care for the smallest children of the church.

### **Church-Based Ministries**

- Provides age appropriate supplies and equipment for the nursery rooms.
- Maintains clean and safe nursery.
- Develops procedures for safe and efficient use of the nursery.
- Recruit and train staff.
- Organizes nursery schedule and communicate the schedule to those it effects.
- Manages weekly staff changes and substitutions.
- Communicates procedures, expectations and developments of the nursery to parents.

### **Family Related Ministry**

- Serves as a member of the Family Ministry team.
- Communicates policy to parent.
- Communicates to the church that the nursery is a ministry to parents, not just to children.
- Encourages parents to develop a biblical philosophy of parenting early.
- Maintains a list of resources for helping parents to raise their young children.
- Demonstrates Christ's love to children and to family.